

CONFIDENTIAL

Executive Registry

84 - 9234

20 September 1984

MEMORANDUM FOR: Director, Office of Current Production
and Analytic Support/DI

Chief, Arms Control Intelligence Staff/DI

FROM : Executive Secretary

SUBJECT : Handling of NODIS

1. I propose to implement new procedures for handling NODIS traffic in order to expedite its exploitation by the DI, NIC and DO.

CIA-State Agreement Regarding Handling

2. State has agreed to make NODIS available to the Agency only with the understanding that copies not be made; the only exception to this is that a copy may be made for the use of the DCI and, in specific instances, where State advises us in advance that a copy can be made for a specific individual [redacted]

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3. It is only because we continue to reaffirm that agreement, and maintain a strict record of accountability, that we are able to maintain this important channel of information.

Current Procedures

4. The following procedures have been in effect for some time:

a. During normal working hours NODIS (hard copy) is received in Executive Registry. It is screened in the Executive Secretariat; a copy is made for the DCI/DDCI where appropriate; and the original is provided either to CPAS or ACIS. Note: In the case of NODIS regarding arms control matters, the Executive Secretariat provides the original to C/ACIS who acts as the control point (vice CPAS).

--CPAS/ACIS logs the cable, contacts concerned individuals who, after reading it, sign a cover sheet.

--CPAS/ACIS then stores these cables for a period of time and then destroys them, maintaining a record of destruction.

--Note: Should the NODIS be received electrically (as has been the case more frequently in recent months), the Senior Duty Officer (SDO) is to destroy all copies off the printer and provide the original to the Executive Secretariat for handling as noted above.



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b. Handling After Hours

--When the Executive Registry is closed, the Operations Center is the place where NODIS is received.

--The originals are slotted for the Executive Secretariat to pick up at opening of business. No copies are made unless the matter is of sufficient urgency that a copy needs to be made and sent to either the DCI or DDCI. In these cases a note to that effect is attached to the original which is provided to the Executive Secretariat. Analysts, etc., may also be called to see such items with the SDO ensuring a cover sheet is maintained.

--When the Executive Secretariat opens for business, the processing of NODIS proceeds as noted in the preceding subparagraph.

New Procedures

5. Beginning Monday, 24 September, the following procedures will be in effect:

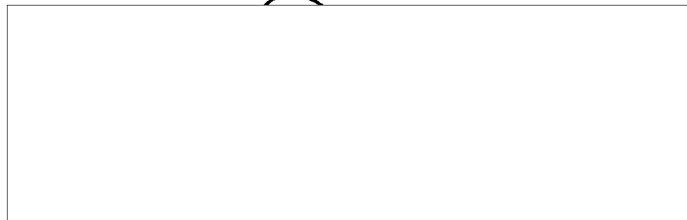
a. For all NODIS received in Executive Registry, a copy will be made and the original provided ASAP to CPAS, or ACIS as appropriate, for action.

b. For any NODIS received after hours, whether in hard copy or electrical form, the SDO is authorized to make a copy which is to be slotted for the Executive Secretariat. The original should then be placed immediately in either the CPAS or ACIS control system.

6. I believe these revised procedures will be helpful in making NODIS available to those with a need to know.

7. To make this work and maintain our credibility with State, it is vital that the SDO ensure that caveats regarding no copies other than the one for Executive Secretariat are made. (There will always be an exception to the rule, but these must be rare, and records must be kept.)

cc: ~~Executive Secretariat~~
✓ Executive Registry



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